

# Comptroller's Corner

**VMI**

15 November 2012  
Volume 1, Issue 2

## From The Desk Of The Comptroller....

If you are like me, figuring out where to find information is sometimes the hardest or most time-consuming part of completing a task. One of the goals of *Comptroller's Corner* is to help you find relevant information quickly so that you can spend less time on administrative matters and more time fulfilling your department's mission. To that end, in this edition we are highlighting some of the key information that is available on our website (page 4). In future newsletter issues we plan to take a deeper dive into this information. In addition, please see pages 2 and 3 for key dates for payroll and SPCC processing throughout the holiday season.

As always, we welcome any questions or suggestions that you have, so don't hesitate to reach out to one of us at any time. Also, please let us know if you have suggestions for topics you would like to see covered in future newsletters.

I wish everyone a joyful holiday season!

LTC Irma Bailey

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## Comptroller's Office Welcomes New Procurement Officer



**Karen Staton**  
**Procurement Officer**

Karen Staton joined the Purchasing Office staff on October 1. Karen began working at VMI first in the Registrar's Office part time and soon thereafter as the full-time Administrative Assistant in the Physics Department. Before arriving at VMI, Karen was the Controller for Mundet-Hermatite, a manufacturing company headquartered in Colonial Heights, Virginia. Prior to her promotion to that position, she was the Director of Human Resources. She graduated Magna Cum Laude from St. Leo University with a BBA in Accounting.

Among her multiple duties, Karen is responsible for procurement oversight in the Physical Plant, Auxiliary Services, Cadet Life and the Office of the Commandant along with many other Post-wide departments. Karen will also work with VMI's Surplus Property Program and will be assigned to many development projects.

Please join us in welcoming Karen to Purchasing.



## Get Your W-2 Electronically

All employees with a VMI email account are encouraged to obtain their W-2s in electronic format only. After giving permission on [Post View](#), you may print your W-2 from [Post View](#) instead of receiving a mailed copy from the Comptroller's office. To give permission, simply go to [Post View](#) under "My VMI" on the VMI website, log in, choose Employees, then click on W-2 Statements. Click okay on the next screen and select the top option on the following screen, then submit. As soon as W-2s are completed in January, you will receive an email reminding you to print your copies. Not only will you save mailing expenses for VMI, you may also obtain your W-2 earlier. Note that if you gave permission in a previous year, you do not need to do so again. Please contact the Payroll office at 7157 or 7158 if you have questions.

## Payroll Holiday Due Dates!

**Holiday Due Dates for Hourly Time Sheets** – Please note changes in the time sheet due dates and pay periods\* for hourly employees over the holiday season. Contact Payroll at 7157 or 7158 if you have questions.



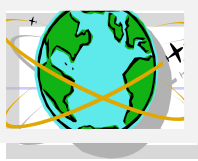
~Hourly wage time sheets should be hand delivered to the Comptroller's Office to ensure timely receipt~

Wage Pay Period	Time Sheet Due	Payday
1-15 November 2012	12:00 Noon, Friday 16 November 2012	Friday, 30 November 2012
16-30 November 2012	12:00 Noon, Monday 3 December 2012	Friday, 14 December 2012
1-10 December 2012*	12:00 Noon, Tuesday 11 December 2012	Friday, 28 December 2012
11-31 December 2012*	12:00 Noon, Monday 7 January 2013	Wednesday, 16 January 2013

Wage time sheets received in payroll after the above due dates will be processed on the next available payroll.

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**Tax Forms Claiming Exemption from Taxation Due to Expire!** If you claimed "exempt" on [Form VA-4](#) Employee's Virginia Income Tax Withholding Exemption Certificate this year, please note that it will automatically expire on 31 December. In order to continue the exemption for 2013 or to avoid the default change to zero exemptions, you must submit a new [Form VA-4](#) to payroll by noon on Monday, 7 January 2013. Forms received after that date will be processed after the first payday of the year.



## INTERNATIONAL TRAVEL REQUIREMENTS

In addition to all other policies set forth in the [Colleague Finance Manual-Section 40000](#), the following policies must be adhered to when traveling internationally.

- ◆ Approval **MUST BE OBTAINED IN ADVANCE**, dated and submitted with the travel voucher. Faculty, Staff or Employee travel must be approved by the Superintendent or Designee (Deputy Superintendent for Finance and Administration). Superintendent travel must be approved by Respective Cabinet Secretary
- ◆ Travel involving more than three employees from a single agency to a single international travel destination must be approved in advance by the respective cabinet secretary.

Per Diems for international travel may be obtained at:

[U.S. Department of State—Foreign Per Diem Rates by Location](#)

## SPCC/ACCOUNTS PAYABLE DUE DATES

CLOSING DATE	GLI IMPORT DUE DATE
15 November	19 November
14 December	<b>18 December</b>
15 January	24 January

In order to allow adequate time for processing, all receiving reports for invoice payments and local fund check requests should be received in the Comptroller's office by **14 December 2012**.



## Collecting Cash?

- ◆ Departments or individuals wishing to collect funds for Institute activities must obtain **prior approval** from the Comptroller.
- ◆ All departments and individuals receiving cash or checks for the Institute must deposit the funds with the cashier.
- ◆ No department or office is authorized to establish a bank account.
- ◆ Departments collecting cash must ensure that proper safeguards are taken to protect the Institute funds.
- ◆ If funds are held overnight by the department a secure storage facility is required for those funds.
- ◆ Never send currency or coins through the post mail.



Additional information on cash receipt operations can be found at [Colleague Manual Section 30000](#). The Cashier/Student Accounting Office is located at 310 Smith Hall. Please contact [LTC Sandra Manuel](#) at ext.7144 if you have any questions.

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We're on the Web!

[www.vmi.edu/Comptroller](http://www.vmi.edu/Comptroller)



### HOLIDAY SCHEDULE

The Comptroller's Office will be closed for the holidays beginning Monday, 24 December and will re-open Monday, 7 January.

## Visit the Comptroller's Office Website

Questions?? The Comptroller's website is a great place to start...

- \* [Colleague Finance Departmental Manual](#)  
The departmental manual contains the policies and procedures adopted by the VMI Board of Visitors for the Institute's financial transactions. The manual includes sections for purchasing, disbursements, travel regulations, payroll, fixed assets, cash receipt operations, departmental financial reporting and recordkeeping, budget policies, student accounting and the accounting system structure.
- \* [Forms Directory](#)  
This is a direct link to all forms related to financial transactions processed by the Comptroller's office.
- \* [Financial Statements](#)  
The audited financial statements for the Institute along with the VMI NCAA Schedule of Athletics is available on the website.
- \* [Newsletter](#)  
An archive of all *Comptroller's Corner* newsletters is available through this link.
- \* [Our Offices](#)  
This link provides information about each individual area of the Comptroller's office. [Accounts payable](#), [cash receipts](#), [fixed assets](#), [general ledger and reporting](#), [payroll](#), [purchasing](#), [student accounting](#) and [travel](#). Each webpage provides detail information regarding policies and procedures, staff and contact information, forms and frequently asked questions.
- \* [Staff](#)  
This link is a comprehensive listing off all Comptroller's office staff, area of responsibility, phone number and e-mail addresses.